

Department of Veterans Affairs
Washington, DC 20420

VA DIRECTIVE 4090
Transmittal Sheet
January 12, 2010

GOVERNMENT FLEET CARD POLICY

- 1. REASON FOR ISSUE:** This directive sets forth policy for the use of the government fleet card.
- 2. SUMMARY OF CONTENTS:** The government fleet card shall be used by VA Administrations and staff offices in accordance with policies in this directive.
- 3. RESPONSIBLE OFFICE:** Charge Card Oversight and Travel Policy Service (047E3), Office of the Deputy Assistant Secretary for Finance (047).
- 4. RELATED HANDBOOK:** VA Handbook 4090
- 5. RESCISSIONS:** None

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY OF
VETERANS AFFAIRS:**

/s/
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Assistant Secretary for
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/s/
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Distribution: Electronic Only

GOVERNMENT FLEET CARD POLICY

1. PURPOSE. This directive establishes policy for the use of the government fleet card within the Department of Veterans Affairs (VA). The government fleet card program is intended to meet the following objectives:

- a. Reduce paperwork and administrative costs within the existing Federal Acquisition Regulation (FAR) for the acquisition of fuel, maintenance, supplies and services for government-owned or leased vehicles;
- b. Streamline payment procedures;
- c. Provide procedural checks and feedback to improve management control and decision-making; and
- d. Increase vendor acceptance of VA's selected fleet card product.

2. POLICY. Government fleet cards shall be established for VA-owned or commercially leased vehicles only. The fleet cards will be used for all fuel and maintenance purchases and the repair of VA-owned or commercially leased motor vehicles where onsite repair is not available, and the single purchase aggregated amount does not exceed the micro-purchase threshold set by the FAR.

3. RESPONSIBILITIES.

a. **VA Chief Financial Officer (CFO).** VA's CFO is responsible for implementing the VA fleet card program within the Department. VA's CFO shall manage the VA fleet card program and establish overall program procedures. The Office of Financial Business Operations (047E) will oversee these responsibilities under the direction of VA's CFO.

b. **VA responsible offices/officials.** All VA responsible offices/officials are responsible for implementing and managing the VA fleet card program within their respective organizations. They are delegated authority to issue operational procedures to supplement VA Handbook 4090. They shall establish procedures to implement management controls for card use, and ensure that adequate internal controls are established and followed.

c. **Facility Director/Regional Office Director.** The facility director/regional office director is responsible for designating a program coordinator, fleet manager, billing officer, and dispute officer, and ensuring the decentralization of fleet-related procurements by assigning government fleet cards to VA-owned vehicles.

d. **Financial Services Center (FSC).** The FSC, located in Austin, TX, is the designated payment office responsible for making payments to the card contractor; providing random

sampling reports on a monthly basis to the finance/fiscal officer; and providing refund and appropriate documentation to the finance/fiscal officer.

e. **Office of the Inspector General (OIG).** The OIG is responsible for performing fleet card audits of OIG personnel pursuant to the memo from the Assistant Secretary for Management, dated July 22, 2008.

f. **Fleet Card Contractor (Bank).** The fleet card contractor is responsible for issuing VA fleet cards, processing transactions, providing the FSC with daily electronic invoices for all posted transactions, assisting in the preparation of fleet tax reclamation claims, and providing timely reports.

g. **Head of Contracting Activity (HCA).** The HCA is responsible for delegating purchasing authority to the facility fleet manager for the acquisition of fuel and maintenance of VA-owned and commercially leased vehicles and auditing government fleet card accounts to ensure procurement integrity.

h. **Agency/Organization Program Coordinator (A/OPC).** The A/OPC is responsible for establishing and maintaining government fleet card accounts, reviewing transactions and reports, and serving as the liaison between the station and the fleet card contractor.

i. **Fleet Approving Official (AO).** The AO is responsible for monitoring use of the government fleet cards and ensuring purchases are appropriate and within guidelines and ensuring account statements are reconciled within the timeframes outlined in policy.

j. **Facility Fleet Manager.** The facility fleet manager is responsible for implementing the facility's fleet management program to include compliance with VA and federal regulations, notifying the program coordinator when government fleet card accounts require maintenance or closing, securing government fleet cards, reconciling government fleet card transactions, and monitoring the use of the government fleet cards to ensure purchases are appropriate and within guidelines.

k. **Vehicle Operator (VA employee or volunteer).** The vehicle operator is responsible for making authorized government fleet card purchases in compliance with VA policy and federal regulations, maintaining vehicle trip logs, safeguarding the government fleet card when in possession, and providing all purchase documentation to facility fleet manager.

l. **Billing Officer.** The billing officer is responsible for ensuring that purchase limits are within fund control limits, establishing default accounting code string for government fleet cards, and collecting amounts from the vehicle operator for inappropriate procurements.

m. **Dispute Officer.** The dispute officer is responsible for coordinating and monitoring disputed procurements, credits, or billing errors, and assisting or interceding when a dispute cannot be handled in the normal method.

n. **Finance/Fiscal Officer.** The finance/fiscal officer is responsible for ensuring correct costing procedures, ensuring receipt records are maintained and reporting noncompliance to the appropriate management level for review and corrective action.

4. DEFINITIONS

a. **Agency/Organization Program Coordinator (A/OPC):** This individual serves as the focal point for answering questions, establishing and maintaining accounts, and issuing and destructing cards.

b. **Approving Official (AO):** This individual is typically a supervisor and authorizes purchases and ensures statements are reconciled and processed timely.

c. **Facility Fleet Manager:** This individual is generally the Transportation Coordinator. The Facility Fleet Manager implements the VA, Administration and staff office fleet management program at the local level to ensure compliance with all regulations; manages the daily use of their assigned vehicle fleet; budgets for, acquires, distributes and disposes of vehicle assets to meet VA, Administration and staff office requirements; and conducts vehicle authorization, utilization and reconciliation reviews of all vehicles under their control.

d. **Fleet Card:** A government charge card used to purchase fuel, authorized repairs, parts, or services for government owned or commercially leased vehicles, in support of official government business. Use of the card is subject to the policies of the agency possessing the card, except for cards assigned to vehicles leased from the General Services Administration (GSA), whereby GSA policy governs.

e. **Vehicle Operator:** Any employee who is required to operate a motor vehicle in order to properly carry out assigned duties. Included in this definition are contractor employees and volunteers required or authorized to operate U.S. Government vehicles under the terms of an existing contract or agreement with the Department of Veterans Affairs.

5. REFERENCES

a. General Services Administration (GSA) SmartPay2 Master Contract.
http://www.gsa.gov/gsa/cm_attachments/GSA_BASIC/SmartPay2_MasterContract_R25-a9Y_0Z5RDZ-i34K-pR.doc

b. Office of Management and Budget, Circular A-123, Appendix B.
http://www.whitehouse.gov/omb/assets/agencyinformation_circulars_pdf/a123_appendix_b.pdf

c. 48 CFR, Federal Acquisition Regulation (FAR). <http://www.arnet.gov/far>